

## ***Accounting Specialist***

### **Job Summary**

This Accounting Specialist position will be responsible for the management of the Accounts Payables function related to the processing, disbursing, reporting and reconciliation of accounts and reports of three entities.

### **Principle Responsibilities**

- **General Accounting:** Responsible for the accounts payables function and related processes. Types of duties include: processing invoices and approved payments; executing weekly check runs; maintaining vendor records; reconciling to subledgers; year-end processing of Form 1099s; administration of the credit card program; reviewing transactions for accurate documentation; receiving and accounting for cash transactions; data entry; dispute and discrepancy management; answer routine inquiries from staff, vendors, and others; and updating journals, ledgers, and other records, among others. Assist with other duties as required.
- **Cyclical Projects/Reporting:** Provide accounting support needed for cyclical financial processes such as budgeting, financial reporting, audits, tax forms, billing processes, etc. Compile, format, review, and distribute appropriate data. Follow established back-up procedures.
- **Regulatory Compliance:** Remain aware of best practices and changes to regulations and prepare information to meet required reporting and demonstrate stewardship of resources. May include compiling information for government forms, reviewing drafts for accuracy, tracking use of funds, preparing documents, etc.

### **Core Competencies**

Approachable	Functional/Technical Skills
Interpersonal Savvy	Organizing
Spiritual Maturity	Time Management
Self-Awareness	Integrity and Trust
Priority Setting	Decision Quality
Detail Oriented	Learning on the Fly

### **Minimum Qualifications, Education and Experience**

- 2 years professional accounting/bookkeeping experience (Associates or Bachelor's Degree preferred)
- Knowledge of Generally Accepted Accounting Principles
- Ability to appropriately handle confidential information
- Proficient with MS Office software
- Experience with accounting software and ability to learn new technology
- Satisfactory background check required for all positions